

Holder Information: Reporting Unclaimed Property

Filing Deadlines and Extensions

All holder reports and payments are due November 1 of every year. The cut-off date for reviewing your records is June 30. If an extension is approved, written confirmation is required if you determine there is no unclaimed property for owners with last known addresses in Wyoming.

Abandonment Periods

- Bank accounts, certificates of deposit and safe deposit box contents: 5 years
- Court Deposits: 6 months or 1 year
- Insurance: 5 years
- Mineral interest: 3 years
- Money orders: 7 years
- Payroll: 1 year
- Securities: 3 years
- Traveler's checks: 15 years
- Uncashed checks: 5 years
- Utilities: 1 year
- All other property types: 5 years

Due Diligence

Due diligence is required on accounts with a value of \$50 or more. Due diligence letters should be mailed between July 1 and August 31 and include an adequate response date (30 days).

If mail addressed to the owner's last known address has been returned by the post office, due diligence is not required.

Reporting Methods

Reports with 10 or more records should be reported electronically (see the Report Electronically section on our website). Wyoming uses the reporting format developed by the National Association of Unclaimed Property Administrators (NAUPA). Your file(s) may be submitted using any of the methods below.

Internet

CD Rom

Paper – Less than 10 owners

Regardless of the method you select for sending your electronic file, it must first be created in the NAUPA format. Download free [reporting software](#). This product will assist you in creating a file in the NAUPA format.

Aggregating Instructions

We require that you do not report any property type in the aggregate. Roll the accounts less than \$50 into the report and provide the account detail. Providing the owner information up-front will alleviate our office and/or the owner from having to contact you (the holder) in the future when records may be unavailable.

Individual owner records of less than \$50 may be reported in the aggregate. You may combine any amounts under \$50 by property type and report a single total for each property type. While aggregation of property items under \$50 is still allowed by law, it is discouraged; the more detail reported, the more property is potentially returnable.

Exceptions: Mineral interests and securities-related cash should **never** be aggregated.

The Property Type Code used on an aggregate record should always end in "99" (e.g., AC99, IN99).

Negative Reports

Effective 2006, Negative Reports are no longer required in Wyoming. Do not send a report when you have no unclaimed property.

Retention of Records

All holders are required to retain records of unclaimed property for 5 years after the property becomes reportable, unless otherwise specified.

Delivery of Report

Electronic Delivery (Internet)

The preferred method for submitting your report is online at upreports@state.wy.us.

Postal Delivery

Paper and CD-ROM reports should be mailed to:

*Wyoming State Treasurer
Unclaimed Property Division
2515 Warren Avenue, Suite 502
Cheyenne, WY 82002*

Mailing Instructions for Wyoming Unclaimed Property Remittance Checks and Physical Securities

All checks should be made payable to the Wyoming State Treasurer, Unclaimed Property Division. Securities should be registered to the Wyoming State Treasurer, Unclaimed Property Division, Federal Tax Identification Number 83-6000287. Mail remittance checks and securities to:

*Wyoming State Treasurer
Unclaimed Property Division
2515 Warren Avenue, Suite 502
Cheyenne, WY 82002*

Safe Deposit Box Contents and Safekeeping Properties:

Mail report only to the above address. Do not mail contents until you are contacted by this office.

For more information, contact the Unclaimed Property Division:

By phone: (307) 777-5590

By e-mail: General Questions - wyomingup@state.wy.us

Reporting Questions or To File Your Report – upreports@state.wy.us